



AVIATION CAPITAL GRANT PROGRAM
NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES



October 2022

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

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Introduction

The New York State Department of Transportation (NYSDOT) is pleased to announce the availability of up to \$50 million for airport capital projects through its Aviation Capital Grant Program. This program continues the State's commitment to modernizing our airports and making them competitive across the nation. New York State enjoys a robust, safe, and efficient system of commercial and General Aviation (GA) airports. These airports support their local economies and have economic impacts beyond the state's boundaries.

The Aviation Capital Grant Program is open to public-use airports which are listed in the 2018 State Airport System Plan (SASP) in the appropriate categories (1, 2, 3, or 4). Projects will be selected through a competitive solicitation process and rated based on established criteria that include economic benefits for surrounding communities and businesses, and improved operational efficiency and safety. Eligible project activities include safety projects; preservation projects; new construction; and other projects that enhance economic competitiveness.

Eligible Project Types

Eligible airport projects include, but are not limited to:

- Construction, reconstruction, improvement, reconditioning, and preservation of capital facilities.
- Pavement maintenance/management projects.
- Sustainability projects that improve energy efficiency and reduce carbon footprint.
- Purchase and installation of navigational aids.
- Projects which address safety and security issues at the airport.
- Purchase of airport equipment. Equipment acquired must be operated and stored on airport property.

Maximum Award/Matching Funds/Eligibility

Grants under this program are subject to the following limitations:

- The State share for any project awarded as a result of this solicitation shall not exceed \$2,500,000.
- Applicants may submit up to two project applications per airport. If submitting two project applications, applicant must indicate each application's priority in the box provided for this selection on the application form.
- Each airport may only receive one award from this solicitation; consequently, an applicant's priority ranking may be used to select a project for funding if both applications score high enough to be considered for funding.
- All projects must have a minimum service life of at least 10 years.
- Project must be consistent with the latest Airport Layout Plan (ALP) for that airport.
- Projects must result in a completed, usable product. Applications for partial or phased projects are not eligible unless other phases are being funded by other sources, and the funding is already committed. Proof of funding commitment by other sources will be required in these cases.

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- When a grant project is a component of a larger project, all grant project documentation including, but not limited to, plans and specifications, contract bid documents, scope change requests and requests for reimbursement must correspond to the scope of the portion funded by the grant. Grant projects which cannot be documented independently from other components of the larger project are not eligible for funding under this program.
- Applications for funding to complete projects previously funded by this program are not eligible.

Matching Share

The minimum matching-share requirements for this program are:

- Minimum 10% Local Share. For general aviation airports, relievers, and commercial service airports with less than 50,000 annual enplanements, the State share can be up to 90% of eligible project costs.
- Minimum 20% Local Share. For commercial service airports with 50,000 or more enplanements, but less than 700,000 enplanements, the State share can be up to 80% of eligible project costs.
- Minimum 30% Local Share. For commercial service airports with annual enplanements of 700,000 or more, the State share can be up to 70% of eligible project costs.

NOTE: Enplanement figures are based on the latest FAA-published annual figures for U.S. airports.

Applicants are encouraged to propose a higher local match percentage whenever possible. An applicant may provide the matching share using its own funds or in cooperation with other local parties (private operators at the airport, local chambers of commerce, other town/county agencies, etc.) Matching share may not be provided using funds from another State agency or authority or the federal government. Matching share may include contributions made by non-airport local sources (e.g. private entities, local clubs, or not-for-profit organizations).

MWBE and SDVOB Requirements

The New York State Department of Transportation (NYSDOT) is required to implement the provisions of New York State Executive Law Articles 15-A and 17-B, and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations ("NYCRR") and Part 252 of Title 9 of the NYCRR for all State contracts, as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction. Grant recipients must comply with MWBE and SDVOB program and reporting requirements as determined by the NYSDOT and contained in the grant agreements resulting from this solicitation.

Refer to the New York State Department of Transportation website and Appendix B for guidance related to M/WBE and SDVOB goals at: <https://www.dot.ny.gov/main/business-center/civil-rights/>.

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Project Review Process

Awards under this program will be made on a competitive basis. Applications will be subject to a two-step review process consisting of an initial screening to determine project and applicant eligibility; eligible applications will be scored based on the following scoring methodology. Projects and/or applicants which do not meet the eligibility requirements will not be scored. The review team will be comprised of NYSDOT aviation specialists.

The evaluation process focuses on the quality of the application and the information provided. Additional materials, which support the rationale for the application, are encouraged. Applications which specifically identify the benefits of the proposed project and provide thorough supporting documentation will be scored more favorably than those that are more general in nature. When scoring the grant applications, specific benefits to the airport and surrounding community will not be inferred by the evaluators. In order to receive the highest possible score, the project application (with appropriate attachments) must provide a thorough analysis of all the expected benefits of the project; benefits may be in the areas of safety, economic impacts, or operational efficiencies. Any claimed improvements should be substantiated in the supporting documentation.

Project Evaluation Criteria

Step 1 – Eligibility Evaluation – All timely applications will be screened to determine project and applicant eligibility on a pass/fail basis. To pass, applications must meet the Eligible Applicant and Eligible Project criteria. Only those applications that pass the initial screening will be scored.

Step 2- Scoring of Qualitative and Quantitative Benefits – Scoring criteria for the Aviation Capital Grant Program fall within two major categories: project specific and airport specific. Project specific criteria are tied directly to the project and include Economic Benefit, Operational Efficiency, Safety, Innovation and Creativity, and Energy Efficiency/Emissions Reduction. Airport specific criteria are attributable to the airport or the airport sponsor and include: the airport’s potential for generating aviation activity, amount of the proposed matching share, and past experience managing grants.

A key determinant in the success of project applications is the explanation of project purpose and justification of need. Applicants must present a thorough and convincing case for the need for the project and what is to be accomplished if the project is selected and constructed (project purpose). Applicants are expected to detail the benefits in all of the project-specific criteria mentioned above. As an example, a project to remove obstructions on the approach area would naturally have safety benefits; however, this project may also bring benefits in the form of operational efficiency by allowing the airports to serve more hours during the day or serve larger aircraft. Larger aircraft, in turn, would bring additional income to the airport, thereby providing an Economic Benefit.

The project specific and airport specific evaluation/scoring benefits are explained below:

Project

- **Economic Benefit** - This factor evaluates the potential for revenue generating projects to contribute to the long-term economic viability of the airport. Where appropriate and

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substantiated in the application, the economic benefits extending beyond the airport boundaries to the surrounding community or regional area may be considered in analyzing the economic benefit of the airport. Economic benefits which generate direct revenue for the airport will be weighed higher while economic benefits which generate indirect revenue for the airport or extend beyond the airport boundaries will receive fewer points (see scoring table on page 8). Grant application evaluators cannot infer potential benefits from project types or vague, unsubstantiated conclusions. Grant applications containing estimates of economic benefits based on detailed analysis with appropriate supporting documentation will score better than those lacking sufficient detail to present a compelling argument.

- **Operational Efficiency** - This factor scores the benefit to the airport of improving airport accessibility for aircraft either in the air (e.g. approach, landing, takeoff and departure) or on the ground (e.g. taxiing, parking). Landside improvements address how efficiently people process through the terminal including arrival and departure by other modes, including vehicle parking. Acquisition of equipment to maintain airport property and assets and to maintain or restore airport operations during or after inclement weather is also considered under this factor. Projects which promote operational efficiency often include safety benefits as well, and vice-versa. Projects which seek primarily to increase the capacity of the facility either in terms of the number of operations the airport can accommodate or the number of people the terminal can process will have Operational Efficiency benefits. Similar to the scoring for economic benefit, detailed analysis with appropriate supporting documentation will score better than benefits presented in vague descriptions with little detail.
- **Safety** - This factor scores the degree to which the project addresses a condition that currently or potentially presents a hazard to operations or people around the airport. While many projects may provide safety benefits, only a few project categories are clearly safety related. These may include, but are not limited to:
 - Pavement Resurfacing
 - Pavement Markings
 - Provision of full-length parallel taxiway
 - Airport Lighting (including visual aids)
 - AWOS (Automated Weather Observation System)
 - Obstruction Removal/Lighting
 - Perimeter Fencing

Scoring under this factor will focus on how the project preserves and/or improves the airport infrastructure in support of safety by addressing current hazardous conditions or preventing deterioration of assets. Safety projects generally seek to reduce or eliminate risk to either persons or equipment (including damage to aircraft). Projects which address an existing safety issue (vs. a potential or future issue) may be scored higher in this category.

- **Innovation and Creativity** - In alignment with the state's strategy for the transportation system, one of the goals of this program is to foster innovative and creative approaches to meeting the needs of the traveling public. This factor will evaluate the applicant's use of novel approaches to complete projects. Applicants are strongly encouraged to propose solutions or construction

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techniques that incorporate new thinking into solving airport and community needs. Novel approaches may include:

- Creating permanent jobs in the high-tech area
- Employing innovative financing techniques
- Leveraging private investment
- Taking advantage of new technologies
- Reducing costs of completing the project (capital and services)

The above list is not exhaustive, so applicants are encouraged to highlight any other innovative approaches they propose for their project.

- **Energy Efficiency/Emissions Reduction** - New York State's Climate Act is among the most ambitious climate laws in the world and requires New York to reduce economy-wide greenhouse gas emissions 40 percent by 2030 and no less than 85 percent by 2050 from 1990 levels. Examples that support these goals may include:
 - Reducing engine and fleet emissions
 - Installing Electric Vehicle Charging Stations
 - Installing natural gas, hydrogen or other alternative fuel infrastructure
 - Expanding fuel farms to include sustainable fuel tanks
 - Incorporating sustainable "green" building techniques
 - Using renewable energy
 - Minimizing the use of resources including water, electricity, or fuels
 - Reducing carbon footprint

Application

- **Quality of the Grant Application** - This factor provides an opportunity for the reviewer to score the overall quality of the application. When awarding a score for this factor, the reviewer will consider the following:
 - Summary and detailed cost estimates provided
 - Clarity and thoroughness of the project description and justification

Safety, economic, and operational benefits based on valid analysis and supporting documentation providing a compelling conclusion. While more backup documentation and support letters are generally better, the documentation provided must not be superfluous and must be relevant and support the claims made in the application. Length is not the goal: if an applicant provides lengthy backup documents with little relation to the project or no easy way to find the relevant information, then the additional documentation has less value for scoring purposes.

Airport

- **Potential for Attracting Aviation Activity** - This factor scores the likelihood that an airport will attract aviation business activity based on the local economy, using statistical analysis to gauge the airport's potential benefit to the surrounding community based on its county's economic

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performance and the airport's economic impact from the most recent Economic Impacts of Aviation study. The Potential for Attracting Aviation Activity factor is different from the Economic Benefit of Project factor as the former focuses on the local economy and the airport's ability to attract or generate near-future aviation activity while the latter focuses on how the improvement will help the finances of the airport under current operational and economic conditions (i.e. without attracting new activity).

- **Matching Share Exceeding the Minimum Requirement** - This factor is intended to recognize those applicants who demonstrate a higher level of commitment to the proposed project by providing a matching share greater than the minimum required. The required minimum matching share is 10%, 20% or 30% as determined by the annual enplanements. Applicants which provide additional funds beyond the minimum matching share will receive additional points as follows: Up to five (5) points will be awarded in accordance with the following schedule:

Percent Above Required Minimum Local Share	<u>Points</u>
1% - 5%	1
6% - 10%	2
11% - 15%	3
16% - 24%	4
25% or Greater	5

- **Past Experience Managing Grants** - This factor scores grant recipients on their efficient management of past grants and adherence to requirements contained in the Program Guidelines. Where consultants manage airport projects, the performance of the consultants in managing grants will be considered.

Scoring Summary

The scoring is summarized below. Application reviewers will assign scores per the factors previously explained. There will be no weighting of scores.

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SUMMARY OF EVALUATION FACTORS / SCORING		
Category	Criteria	Maximum Points Available
Project Factors	Economic Benefit	60
	Operational Efficiency	
	Safety Improvements	
	Innovation and Creativity	
	Energy Efficiency/Emissions Reduction	
Application Factors	Quality of the Grant Application	15
Airport Factors	Potential for Attracting Aviation Activity	15
	Matching Share	5
	Past Experience Managing Grants	5
TOTAL MAXIMUM SCORE		100

Secondary Selection Factors

In addition to the formal evaluation criteria, project selection is permitted to incorporate into the final selection of eligible projects a secondary set of criteria which includes project type, eligible funding source, significance, cost-effectiveness, geographic balance, and benefits of overall investments to mitigate greenhouse gas emissions in Environmental Justice Communities.

General Information

- In addition to the required Budget Worksheet (see Appendix A), applicants are encouraged to provide more detailed cost estimates if available. Applicants and consultants are advised that costs for labor and materials have increased considerably in the recent past; cost estimates, therefore, should realistically reflect current market conditions and industry trends to make the resulting project viable. If estimates are too low, and project funds are insufficient to complete the project, the applicant assumes the risk of covering any shortage of funds or reimbursing the NYSDOT for any design costs spent prior to bidding if the project does not go forward. If available, the following information should be included with the application:
 - Preliminary engineer's estimates.
 - Appraisals, if the project includes acquisition of facilities or property.
 - One or more quotes from dealers/suppliers if the project involves equipment purchases. Equipment specification brochures are recommended.

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Questions concerning acceptable documentation should be sent to the Aviation Bureau (Aviation@dot.ny.gov) prior to submitting an application.

For this funding round, applicants must complete a budget spreadsheet (provided via download when you apply). The spreadsheet includes an 12% contingency which will be applied to all grant applications. While this amount may not be sufficient to cover unexpected contingencies, it is based on NYSDOT's approved Standard Specifications.

- Accurate estimates of fees for professional services are expected. Occasional revisions to professional services due to reasonably unforeseen and unavoidable circumstances may be considered, but the applicant will need to provide supporting justification when requesting approval. Under no circumstances will the project scope be reduced in order to provide a greater portion of the project funding to engineering fees or other professional services.



APPENDIX A: Application Instructions

General Instructions

These instructions are provided to guide applicants through the New York State Department of Transportation's (NYSDOT) Aviation Capital Grant Solicitation Program application process using Grants Gateway. Reviewing these application instructions informs the applicant of the necessary data to collect and provides information to efficiently complete an application in the Grants Gateway. **To be considered for this solicitation, each applicant must submit a completed application(s) through Grants Gateway.**

Prior to beginning the application, applicants are advised to:

- Register for Grants Gateway [here](#) if your organization is not yet registered. (If you are unsure of whether your organization has registered for Grants Gateway or how to contact its Administrator, you can enter your organization's New York State SFS Vendor ID on the Grants Gateway website. If you do not know your organization's Vendor ID, someone with your finance office may be able to assist you.)

Grants Gateway is a role-based system. Users are assigned specific roles in the Grants Gateway and although a user may be able to initiate an application, **ONLY** the applicant representative who is assigned the role of a **Grantee Contract Signatory** or a **Grantee System Administrator** can submit an application on behalf of the applicant's organization.

There are several ways to identify the organization's administrator or signatory:

1. If an applicant is logged-in with a Grantee role, click on Organization, then Organization Members to see who has a role within the organization.
2. If an applicant knows the Grantee Delegated Administrator in the organization (the person in charge of creating Grants Gateway roles within the organization) an applicant can go to them to have one created.
3. An Applicant can contact Grants Gateway help desk.

Application Contacts

For Grants Gateway log-in or technical questions, contact Grants Gateway at: grantsgateway@its.ny.gov; or (518) 474-5595 from 8:00 am to 4:30 pm (Monday – Friday).

Grants Gateway tutorial videos are available on YouTube: <https://grantsmanagement.ny.gov/videos-grant-applicants>

For Aviation Grant Solicitation program questions the following resources are available:

- Aviation Grant Solicitation program information (Guidelines, application instructions) is on the https://www.dot.ny.gov/aviationgrants_webpage
- Send an email to aviation@dot.ny.gov

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As the application deadline approaches, application contacts may receive a high volume of calls and emails. Applicants are advised to begin the application early to guarantee they have time to address questions they may have.

Application Due Dates

All Aviation solicitation due dates are located on https://www.dot.ny.gov/aviationgrants_webpage. The webpage includes dates for application webinars and final submission dates.

Tips for submitting a successful Application

- Start the application early, well before the application deadline.
- It is important to save often to avoid losing work. The system times out after 20 minutes and any work not saved before that point will be lost.
- Use the Grants Gateway menus and back button to move through the pages, **do not** use the browser's back button.
- For longer answers, type answers in a word processing program, then copy and paste into the Grants Gateway.
- Make use of the Application Checklist.
- Clearly answering questions will improve your application.
- Use attachments to support your case.

Applications must be submitted by the deadline to be eligible for review and consideration for funding.

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Aviation Capital Grant Solicitation Application Checklist

All Guidance and information on the Aviation Capital Grant Solicitation Program can be found at:

<https://www.dot.ny.gov/aviationgrants>

Prior to beginning the application:

- ☐ Be familiar with and consult the Aviation Program Guidelines for specific eligibility requirements and application instructions.
- ☐ Confirm you have a Grants Gateway ID and identify your organizations “Grantee Contract Signatory” and “Grantee System Administrator”. For Grants Gateway ID, signatory and access information contact Grants Gateway at:
https://grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx
- ☐ **Attend the Aviation Webinar**- information and dates are published on the Aviation Bureau website.
- ☐ Attend a Grants Gateway webinar to learn how to find and apply for a Grant opportunity in the Grants Gateway System. To register go to: <https://grantsmanagement.ny.gov/live-webinars>

When completing the application:

- ☐ Print and follow along with the Aviation Application Instructions.
- ☐ **Make a note of the application number** assigned by Grants Gateway. Having this information facilitates locating the application in Grants Gateway and this is the official name NYSDOT will use to refer to the project throughout the application process.
- ☐ Have available the information necessary to complete the Application (e.g., project location, project details, budget, schedule, etc.). A review of the application instructions will help identify what is required to complete an application.

When you are ready to submit the application:

- ☐ Confirm all necessary documents have been uploaded in the “Uploads Page”.
- ☐ Make sure that your organization’s Grantee Contract Signatory or a Grantee System Administrator is the individual submitting the application.
- ☐ Submit the application by the deadline. **No late applications will be accepted.**
- ☐ Once you have submitted the application, print a PDF copy of the application package for your records.

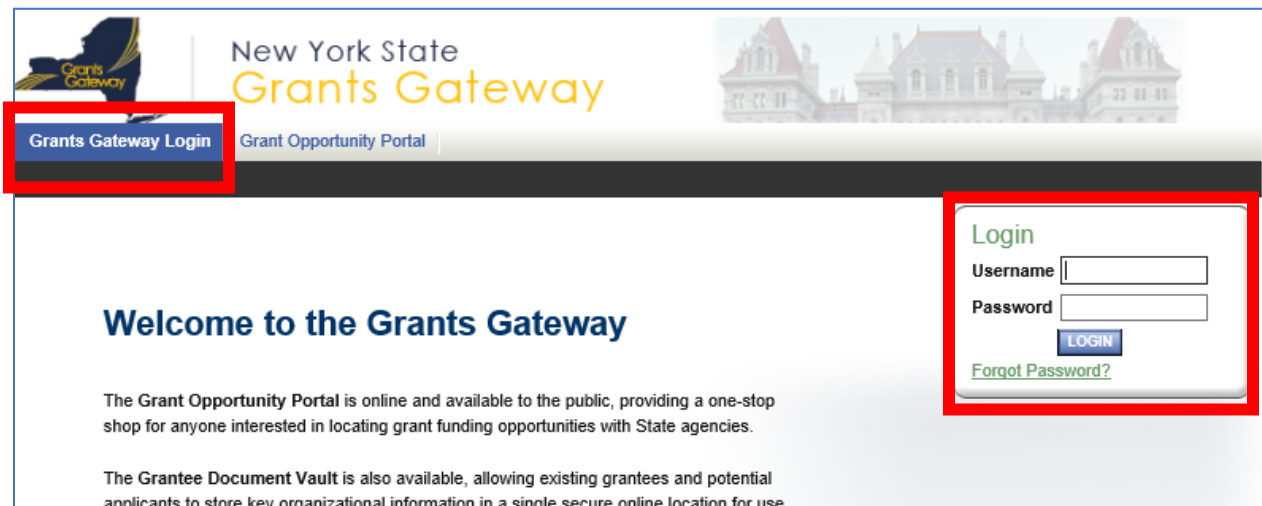
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Grants Gateway Instructions

Getting Started

Use these instructions while completing the application in the Grants Gateway.

To get started in the [Grants Gateway](#), click on [GRANTS GATEWAY LOGIN] in the upper left-hand corner of the screen and enter the Username and Password. For Grants Gateway log-in information, contact Grants Gateway at (518) 474-5595.



New York State
Grants Gateway

Grants Gateway Login Grant Opportunity Portal

Welcome to the Grants Gateway

The Grant Opportunity Portal is online and available to the public, providing a one-stop shop for anyone interested in locating grant funding opportunities with State agencies.

The Grantee Document Vault is also available, allowing existing grantees and potential applicants to store key organizational information in a single secure online location for use.

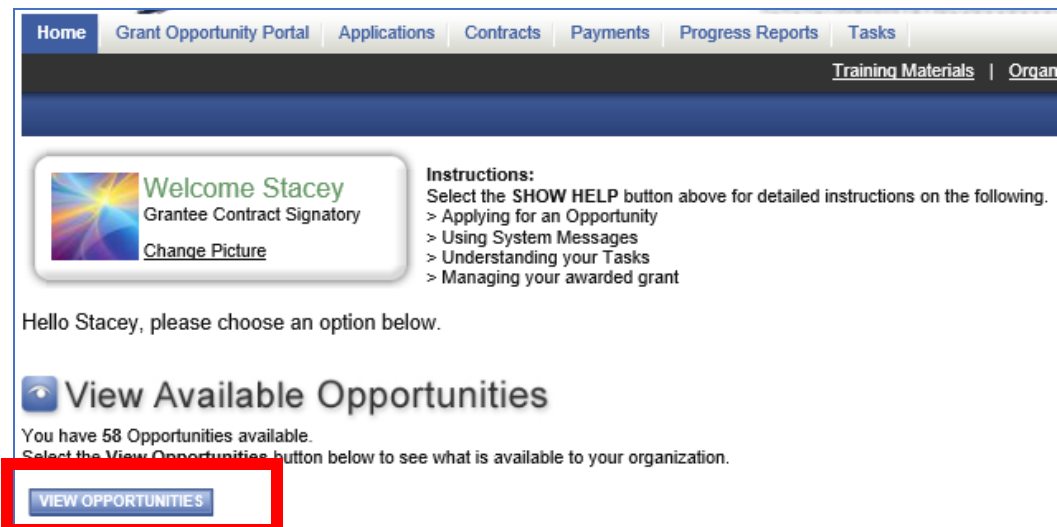
Login

Username

Password

[Forgot Password?](#)

Initiating and Locating an Application Upon login, the Home screen will appear, begin searching for an opportunity to apply to by clicking on the [VIEW OPPORTUNITIES] button




Home Grant Opportunity Portal Applications Contracts Payments Progress Reports Tasks

Training Materials | Organ

Welcome Stacey
Grantee Contract Signatory
[Change Picture](#)

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Stacey, please choose an option below.

 **View Available Opportunities**

You have 58 Opportunities available.
Select the View Opportunities button below to see what is available to your organization.

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Using the Search functionality, locate and click on the opportunity. The easiest way to locate the Aviation application is to select Department of Transportation from the 'Search by Funding Agency' drop-down box and click [SEARCH]. Then select the 2022 Aviation Capital Grant Solicitation opportunity.

The screenshot shows a search interface with the following fields and controls:

- Search by Grant Opportunity Name:
- Search by Due Date: From: To:
- Search by Eligibility:
- Search by Funding Agency: (This dropdown is highlighted with a red box)
- Buttons: [SEARCH] [CLEAR]

Below the search fields, the 'Search Results' section includes instructions: "Click the Grant Opportunity Name to view more detail and apply. Sort the results by clicking on a column heading (sorting by Eligibility is not an option). A full list of Grant Opportunities can be found on the [Grant Opportunity Portal](#)."

A table header is visible with the following columns: Funding Agency, Grant Opportunity, Status, Availability Date, Eligibility, Due Date.

Aviation Grant Opportunity will be listed here

General information about the funding opportunity is shown. Scroll to the bottom and click the [APPLY FOR GRANT OPPORTUNITY] button which will begin the application in the Grants Gateway.

The screenshot shows the details of a grant opportunity. On the left, there is a text block describing the program: "transformative, and innovative projects of value to the public that contribute to the revitalization of local and regional economies by funding programs and projects, defined as transportation alternatives. Projects are expected to improve mobility, accessibility, and the community's transportation character such that the street network is more vibrant, walkable, and safer for all transportation mode users; pedestrians, bicyclists, transit users and drivers. Similarly, CMAQ provides funding to State and local entities for transportation projects that reduce vehicle emissions and traffic congestion in areas where air quality does not meet or previously did not attain the National Ambient Air Quality Standards".

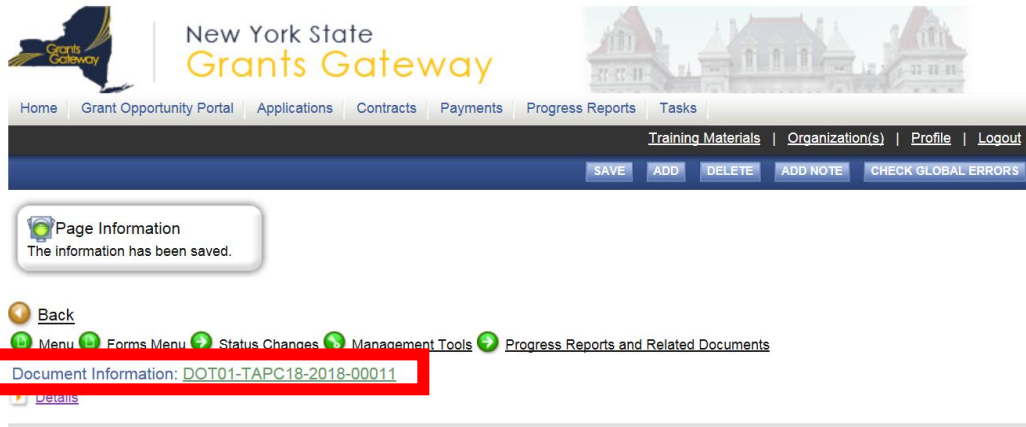
On the right, there is a sidebar with the following sections:

- Eligible Applicants
- Target Population(s)
- Service Area(s)

At the bottom of the page, a large blue button labeled "APPLY FOR GRANT OPPORTUNITY" is highlighted with a red box.

Make a note of the application number assigned by Grants Gateway. The application number can be used to locate the application should it be necessary to leave Grants Gateway and return. The application number will be used by NYSDOT to refer to the project throughout the application process.

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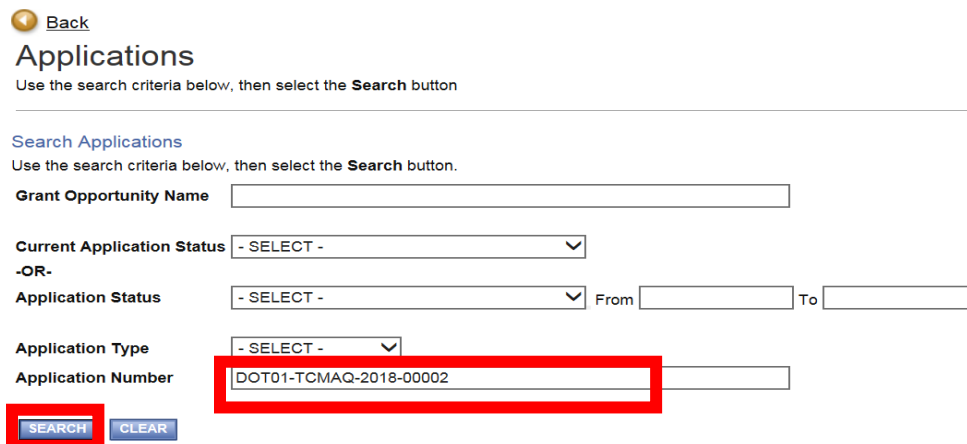
The screenshot shows the New York State Grants Gateway interface. At the top, there is a navigation bar with links: Home, Grant Opportunity Portal, Applications, Contracts, Payments, Progress Reports, and Tasks. Below this, there are links for Training Materials, Organization(s), Profile, and Logout. A row of buttons includes SAVE, ADD, DELETE, ADD NOTE, and CHECK GLOBAL ERRORS. A message box states "Page Information: The information has been saved." Below this, there are links for Back, Menu, Forms Menu, Status Changes, Management Tools, and Progress Reports and Related Documents. A red box highlights the "Document Information: DOT01-TAPC18-2018-00011" link.

When returning to work on an application that has already been started, login to the Gateway and follow the instructions to locate the Aviation opportunity. From the Opportunities screen, the application can then be located by clicking on the Applications link to search for it.



The screenshot shows the New York State Grants Gateway interface. The "Applications" link in the navigation bar is highlighted with a red box. Below the navigation bar, there is a "Welcome Test" message and a "SHOW HELP" button. Instructions state: "Select the SHOW HELP button above for detailed instructions on the following."

Enter the Application Number and click Search and select the link from the search results to the open application in progress and continue working on it.



The screenshot shows the "Applications" search form. It includes a "Back" link, a "Search Applications" heading, and instructions: "Use the search criteria below, then select the Search button." The form contains the following fields: "Grant Opportunity Name" (text input), "Current Application Status" (dropdown menu), "-OR-", "Application Status" (dropdown menu), "From" (text input), "To" (text input), "Application Type" (dropdown menu), and "Application Number" (text input). The "Application Number" field contains the value "DOT01-TCMAQ-2018-00002" and is highlighted with a red box. At the bottom, there are "SEARCH" and "CLEAR" buttons. The "SEARCH" button is highlighted with a red box.

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Search Results

Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Application Number	Grant Opportunity Name	Application Type	Organization Legal Name	Status	Start Date	End Date
DOT01-TCMAQ-2018-00002	2018 TAP and CMAQ Program	Competitive	Stacey's Governmental Entity	Application in Process	Apr 09, 2018	

Completing the Application

The Grants Gateway application consists of a series of forms. Once an application is initiated, complete these forms by clicking on the Forms menu, at the top of the page. Below is a representation of the Forms Menu. Additional information to complete each required form can be found on the following pages.

The screenshot shows the New York State Grants Gateway application interface. The 'Forms Menu' is highlighted with a red box. The 'Forms' dropdown menu is open, showing various form categories and links, with 'Project/Site Addresses' highlighted by a red box.

Forms Menu Options:

- Contract Documents
 - [Contract Document Properties](#)
- Application Information
 - [Print Application](#)
 - [Full Version of RFP](#)
 - [Application Versions](#)
- Program Information
 - [Project/Site Addresses](#)
 - [Program Specific Questions](#)
- Capital Budget
 - [Other](#)
 - [Capital Summary](#)
- Pre-Submission Uploads
 - [Pre-Submission Uploads](#)
- File Folder(s)
 - [Grantee Document Folder](#)

Project/Site Addresses

The first form to complete is the Project/Site Address form.

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the Save button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description:

Project Statewide

Address 1

Address 2

City

County

State

Zip

Regional Council:

Agency Specific Region:

- In the Name/Description field, enter the project applicant name of the **Airport (e.g., VGC)**.
- In the Project Statewide drop-down box, select 'No'.
- Enter the address, enter the physical address/location of the airport, including County.
- For the "Regional Council", select the Regional Economic Development Council (REDC) from the dropdown menu. To determine the REDC, go to the [2022 REDC Guidebook](#), page 2.
- For "Agency Specific Region", select the NYSDOT Region from the drop-down menu where the project is located. To determine the NYSDOT Region, go to: www.dot.ny.gov/regional-offices.

Once all information has been entered, click the [SAVE] button at the top of the page.

[Home](#) | [Grant Opportunity Portal](#) | [Applications](#) | [Contracts](#) | [Payments](#) | [Progress Reports](#) | [Tasks](#)

[Training Materials](#) | [Organization\(s\)](#) | [Profile](#) | [Logout](#)

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Program Specific Questions

Return to the Forms menu link and select the “Program Specific Questions” link. Begin entering a title for the project (e.g. Fuel Farm Replacement).

The following pages include all questions on the Program Specific Questions Form. All questions followed by a red asterisk (*) are required and **must** be answered prior to application submission. Anything with a bolded “**NOTE:**” in the following instructions is additional information provided to assist in completing the application.

****SAVE FREQUENTLY AND BETWEEN EVERY FEW RESPONSES****

After each Save, the system will show “errors” as there are questions that have not yet been answered. Once all questions have been answered, the system will find no additional “errors”.

Project Title – Insert title or name of project. *

1. Enter the name of the airport applying for funding. * (Please capitalize the first letter)
2. Enter the FAA Code for the airport. (e.g. VGC)*
3. Enter the airport owner’s information *

3A Enter Salutation (Please capitalize the first letter and end in a period e.g. Mr.)

3B Enter First Name (Please capitalize the first letter)

3C Enter Last Name (Please capitalize the first letter)

3D Enter Suffix

3E Enter Official Title (Please capitalize the first letter)

3F Enter Organization Name

3G Mailing Street Address (If PO Box please enter as P.O.)

3H Mailing City (Please capitalize the first letter)

3I Mailing State (Please capitalize with no period e.g. NY)

3J Mailing Zip

3K Owner’s Phone Number (e.g. (315) 999-9999)

4. Enter the Primary Contact Information *(This is the person with knowledge of the project)

4A Enter Salutation (Please capitalize the first letter and end in a period e.g. Mr.)

4B Enter First Name (Please capitalize the first letter)

4C Enter Last Name (Please capitalize the first letter)

4D Enter Suffix

4E Enter Email Address for the primary contact

4F Enter Organization Name

4G Mailing Street Address (If PO Box please enter as P.O.)

4H Mailing City (Please capitalize the first letter)

4I Mailing State (Please capitalize with no period e.g. NY)

4J Mailing Zip

4K Enter contact Phone Number for the primary contact (e.g. (315) 999-9999)

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

5. **ELIGIBILITY DETERMINING Benefits*** (Descriptive Header, no answer required)

5A Is the airport that is applying for funds a public-use airport?

(Note: If your answer is No your application is not eligible)

5B Is the airport listed in the 2018 New York State Airport System Plan and classified as Category 1, 2, 3 or 4? The classification of SASP airports can be found on Tables 4-2 through 4-6 of the report which is available online at:

<https://www.dot.ny.gov/divisions/operating/opdm/aviation/sasp>.

(Note: If your answer is No your application is not eligible)

5C What category (1-4) is the airport that you are requesting funds for?

5D Does the applicant have a current Airport Layout Plan (ALP) approved by the Federal Aviation Administration (FAA) and/or NYSDOT? (Note: a copy of the most recent approved ALP is required as part of the application submission and must be uploaded on the "Pre-Submission Upload" page.)

5E Does the applicant have a current registration and security plan on file with NYSDOT in accordance with the 2004 GA Airport Security Law (Article 2, Section 14m of Transportation Law)?

(Note: If your answer is No your application is not eligible)

5F Is the airport owned or operated by a bi-state port authority?

(Note: If answer is Yes, your application is not eligible)

5G Is the applicant requesting funds to complete a project previously funded by this program? **(Note: If your answer is Yes your application is not eligible.**

(Additional phases of a previously funded project are acceptable.)

5H Does the project have a service life of 10 years or more?

(Note: If your answer is No your application is not eligible)

5I Estimate the Service Life (in years).

5J Is the airport privately owned? (Note: if yes, the applicant MUST upload an endorsing resolution from the county on the "Pre-Submission Upload" page.)

6. Enter the most recent approval date of the ALP. * (e.g. 09/01/2018)

7. **SMART GROWTH THRESHOLD QUESTIONS** (Descriptive Header, no answer required)

8. Is any part of the proposed project outside of the airport property? *

9. Is the project likely to affect surface or groundwater, have impacts on air quality, or affect historic or archaeological resources? *

10. Is this a new project which has not been included in the airport's regular planning process (i.e. a project that has not been discussed or coordinated with state, local or federal government agencies and which has not been included in municipal or regional planning plans?) *

11. If you answered "Yes" to any of the Smart Growth questions asked above in questions 9, 10 or 11, you are required to complete and submit the Smart Growth Questionnaire located at www.dot.ny.gov/aviationgrants. (Upload your questionnaire on the Pre-submission Upload page.)

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

12. **DETAILED PROJECT DESCRIPTION** (Descriptive Header, no answer required)

13. Provide a brief 2-3 sentence overview of the project. *

14. Describe existing conditions or problems being addressed by this project and what the project is intended to accomplish. *

15. Enter a full description of the proposed project *

16. Project Schedule. List all major milestones, including design, environmental review, permitting and construction. Provide your estimated number of months to complete each milestone. *

17. **ENVIRONMENTAL REVIEWS AND PERMITTING** (Descriptive Header, no answer required)

18. Enter the corresponding letter/number combo that best represents the State Environmental Quality Review Act (SEQR). (e.g., if you have not started SEQR, enter "18A" in the space provided). If Record of Decision (ROD) has been issued, upload the ROD on the Upload page. *

18A Not Started

18B In-Process

18C Record of Decision Issued

18D N/A (e.g. Purchasing of Equipment)

19. Enter the corresponding letter/number combo that best represents the National Environmental Policy Act (NEPA) (e.g., if you have not started NEPA, enter "19A" in the space provided) *

19A Not Started

19B In-Process

19C Record of Decision Issued

19D N/A (e.g. Purchasing of Equipment)

20. Enter the SEQR Lead Agency *(**Note: private airports cannot act as lead agencies**)*

21. Enter the NEPA Lead Agency (**Note: private airports cannot act as lead agencies**)*

22. Are there any special environmental conditions? *

23. If you answered "Yes" please explain. *

24. Do you have the required environmental permits? *

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

25. If you answered “yes” please describe. *

26. **ADDITIONAL INFORMATION** (Descriptive Header, no answer required)

27. Enter the airport’s 2019 Enplanements. (Use this link to access official FAA figures: http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger)
(For GA Airports with no reported enplanements enter zero.)

28. Enter the corresponding letter/number combo that best represents the type of project you are submitting. (e.g., if you have a construction project, enter “28A” in the space provided). Please only select one response. *

28A Construction, reconstruction, improvement, reconditioning and preservation of capital facilities

28B Pavement maintenance/management projects

28C Purchase of airport equipment. Equipment acquired must be operated and stored on airport property.

28D Purchase and installation of navigational aids

28E Projects which address safety issues at the airport. (Not already covered above.)

28F Other

29. If you select “Other” please describe. *

30. If you are submitting two applications for this airport, enter the priority of this application (1 or 2). If this is the only application you are submitting for this airport, leave blank.

Once all questions have been answered, make sure to click [SAVE] at the top of the page and return to the Forms menu.

Budget

Prior to entering the information into the “Capital Budget” section of the application in Grants Gateway, applicants must first complete the “Budget Worksheet”. The Worksheet can be found under the “Project Budget Estimate & Funding Sources” section of the Pre-Submission Upload page. **First download the template, save it to your computer with the appropriate project name and then complete the template. Once completed, upload the document to the “Project Budget Estimate & Funding Sources” section in the Pre-Submission Upload page.** See the “Budget Worksheet Instructions” information below for detailed instructions on how to complete the Worksheet.

Applicants will enter the information from the completed Worksheet page into the Capital Budget section of the application detailed below. The completed “Budget Worksheet” is a required document on the Pre-Submission Upload page.

****SAVE FREQUENTLY AND BETWEEN EVERY FEW RESPONSES****

Budget Worksheet Instructions

Please complete the Budget Worksheet as follows.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

PART 1: SUMMARY

In the left side of the chart, in the Total Column, **Applicants Enter:**

1. Estimated total cost for Preliminary Design
2. Estimated total cost for Final Design
3. Estimated total cost for Construction
4. Estimated total cost for Right-of-Way Acquisition
5. Based on Construction costs an eight percent contingency amount should be entered. This accounts for Mobilization and any Field Change Payments which may arise during construction.

Note: If the project is NOT a construction project the amount to enter is "0".

6. Estimated total cost for Construction Inspection
7. Estimated total cost for Administration
8. Estimated total cost for any "other costs" associated with the project that may not have been captured in the costs already entered above.

9. The amount is totaled.

Note: This Amount is entered in the Grants Gateway Application, on the Budget/Capital Summary page. The Total Project Costs is carried to the right side of the Worksheet.

PART 2: DETAILED PROJECT BUDGET

Complete the detailed budget section by entering the required amounts under each category in column "Use of Funds." For each category, enter the amount of state funds requested, applicant match, other state funds, federal funds, and other funds. The spreadsheet will calculate the totals for each column and each row. The grand total under Total Project Cost must match the Total Project Cost in Part 1 of the spreadsheet.

Example:

Budget Worksheet

Only enter data in yellow boxes.

PART 1: SUMMARY

Project Components	Total
Preliminary Design	
Final Design	
Acquisition	
Construction	
12% Contingency	\$0
Construction Inspection	
Administration	
Other Costs	
TOTAL PROJECT COST	\$0

ENPLANEMENTS

Enter the airport's 2019 Enplanements (use link to the right to access official FAA figures).
For GA Airports with no reported enplanements enter zero)

[FAA
Enplanements
Page](#)

2019 Enplanements

1. Total Project Cost:	\$0
2. Amount of Funds Requested:	
	Max. \$2.5 Million OK
3. Total Remainder to be Funded:	\$0
4. Minimum Local Match: Calculated based on enplanements entered. If proposing a higher amount, enter the amount:	\$0
5. Local Match Provider Name:	
6. Amount of Additional Funds Required:	\$0
7. Name the source(s) and amount of "Additional" Funds:	
Total Additional Funds:	\$0

The following section illustrates typical ranges of costs for these categories. It is for informational purposes only and will not be used to determine funding levels or project shares if a project is selected for funding.

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value (from user input)	User Input Value (repeated from above)	Calculated High Value (from user input)
Construction Inspection	10%	12%	\$0	\$0	\$0
Design (Preliminary & Final)	20%	25%	\$0	\$0	\$0

On the Worksheet's right side, **Applicants:**

10. Enter the Amount of Funding being Requested in line #2:

1. Total Project Cost:	\$0
2. Amount of Funds Requested:	<div style="border: 1px solid black; background-color: yellow; width: 100px; height: 20px;"></div>
	Max. \$2.5 Million OK
3. Total Remainder to be Funded:	\$0
4. Minimum Local Match: Calculated based on enplanements entered. If proposing a higher amount, enter the amount:	<div style="border: 1px solid black; background-color: yellow; width: 100px; height: 20px;"></div>
5. Local Match Provider Name:	<div style="border: 1px solid black; background-color: yellow; width: 100%; height: 20px;"></div>
6. Amount of Additional Funds Required:	\$0
7. Name the source(s) and amount of "Additional" Funds:	
	<div style="border: 1px solid black; background-color: yellow; width: 100%; height: 20px;"></div>
	<div style="border: 1px solid black; background-color: yellow; width: 100%; height: 20px;"></div>
	<div style="border: 1px solid black; background-color: yellow; width: 100%; height: 20px;"></div>
Total Additional Funds: \$0	

The Amount Requested must not exceed \$2,500,000. When the correct percent of the Total Project Cost is Requested within the program's limits an "OK" will be shown and the "Amount of Funds Requested" box will turn green. In Part 2: Detailed Project Budget, the sum of State Funds Requested must match Line 2 under Part 1: Summary.

Line #3 will show the calculated Remainder to be funded.

Line #4 will show the calculated Amount of Local Match (Based on enplanements).

Note: This required Amount is a minimum of 10 percent of the Total Project Cost.

11. Enter the Local Match Provider Name in line #5:

When the Total Additional Funds Line equals \$0. Save the Budget Worksheet. It will be a required upload to the Application in Grants Gateway on the "Pre-submission Upload" page.

The following section illustrates typical ranges of costs for these categories. It is for informational purposes only and will not be used to determine funding levels or project shares if a project is selected for funding.

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value (from user input)	User Input Value (repeated from above)	Calculated High Value (from user input)
Construction Inspection	10%	12%	\$0	\$0	\$0
Design (Preliminary & Final)	20%	25%	\$0	\$0	\$0

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In Part 2 of the Budget Worksheet, enter the appropriate amounts for each Use of Funds under each funding category. The Worksheet will calculate the totals for each column as well as the grand total.

PART 2: DETAILED PROJECT BUDGET

Use of Funds	State Funds Requested	Applicant Match	Other State Funds	Federal Funds	Other Funds	Total
Preliminary Design						0
Final Design						0
Acquisition						0
Construction						0
Construction Inspection						0
Administration						0
Other						0
Total Project Cost	0	0	0	0	0	0

Note: There are projects which make use of several funding sources and/or the Total Project Cost is higher than Aviation funds (with required local match included) allowed under this solicitation. These projects would show a remainder on line #6, “Amount of Additional Funds Required.” If this line does not equal \$0, continue with the rest of the directions to complete the worksheet.

In these cases, a chart is provided under Line #7, “Name the source(s) and amount of ‘Additional’ Funds:” to account for the remainder.

12. Enter the Name(s) and amount(s) of additional funds already secured for the project in the chart under line #7:

If these additional fund sources are at some other status than already have been secured for the project, make note of the other status, such as “proposed” or “in process of applying”.

Example:

Acquisition	\$0
Construction	\$100,000
12% Contingency ¹	\$12,000
Construction Inspection	\$10,000
Administration	\$0
Other Costs	
TOTAL PROJECT COST²	\$618,000

Enter Your 2019 Enplanements (use link to the right to access official FAA figures). For GA Airports with no reported enplanements enter zero)

2019 Enplanements

[FAA Enplanements Page](#)

	Low Range (% of Total Cost)	High Range (% of Total Cost)	Calculated Low Value (from user input)	User Input Value (repeated from above)	Calculated High Value (from user input)
Construction Inspection	10%	12%	\$61,800	\$10,000	\$74,160
Design (Preliminary & Final)	20%	25%	\$123,600	\$500,000	\$154,500

3. Total Remainder to be Funded:

\$618,000

4. Minimum Local Match: Calculated based on enplanements entered. If proposing a higher amount, enter the amount:

\$61,800

5. Local Match Provider
Name:

6. Amount of Additional Funds Required:

\$556,200

7. Name the source(s) and amount of "Additional" Funds:

Local Business Funds	\$500,000
FBO Contribution	\$56,200

Total Additional Funds:

\$556,200

¹ The 12% contingency represents Mobilization and Field Change Payment (as a percent of construction ONLY).

² This cost should be entered in your application, Budget/Capital Summary.

When the Amount of “Total Additional Funds” equals the “Amount of Additional Funds Required” to fully fund the project completely (line #6), as shown above.

13. Enter your 2019 Enplanements.

At the Bottom of Part 1, there is a chart which shows typical ranges for specific project phases.

These ranges are typical for projects; however, all projects are not the same and may vary outside of these ranges. For Construction Inspection and Design, this chart is provided as a guide to highlight that perhaps the Applicant may want to have a closer look at the Estimated Project costs.



Complete Part 2: Detailed Project Budget. An example follows:

PART 2: DETAILED PROJECT BUDGET

Use of Funds	State Funds Requested	Applicant Match	Other State Funds	Federal Funds	Other Funds	Total
Preliminary Design	\$ 100,000	\$ 10,000				\$ 110,000
Final Design	\$ 200,000	\$ 20,000				\$ 220,000
Acquisition						\$ -
Construction	\$ 1,000,000	\$ 100,000		\$1,000,000		\$2,100,000
Construction Inspection						\$ -
Administration						\$ -
Other						\$ -
Total Project Cost	\$ 1,300,000	\$ 130,000	\$ -	\$1,000,000	\$ -	\$2,430,000

Save the Worksheet. It will be a required upload to the Application in Grants Gateway on the "Pre-submission Upload" page.

From the Forms menu, click the “Other” link under the Capital Budget heading.

Capital Budget	
	Other
	Capital Summary

Next, applicants are directed to a screen shown below:

NOTE: Add information only to areas highlighted with **red boxes**.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

OTHER

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an other item has been saved successfully, select the **Add** button above to add additional other items.
4. Click Forms Menu to return to the navigation links.

Type in this box "Total Project Cost"

For allowable and unallowable costs see Attachment A. Note that both the total cost and the grant budgeted cost for this application/contract are required. The Total Cost may be more than the Grant Budgeted Cost in situations where the grant is supplemented by the use of Match or Other 3rd Party funds.

Details

Type/Description

Item # (if applicable)

Quantity (if applicable)

Financial

Unit Price (if applicable)

Total Cost

Line Total

Category Cost

\$0.00

\$0.00

[Click here to see a summary of the detail entered for this category.](#)

CATEGORY TOTAL SUMMARY

Enter the total cost of the project including local match, the amount of funds requested through this application and all other funds contributing to this project in this box. This will populate on the Capital Summary Sheet

Complete the Type/Description field by entering, "Total Project Cost". Next, fill-in the Total Cost field by entering the total project cost including local match, funds being requested from this grant and all other funds going towards the project. *Do not add any information to the Item #, Quantity or Unit Price fields.*

Total Project Cost = (funds requested) + (local match) + (all other funds)

When both fields have been completed, click the [SAVE] button at the top of the page. Return to the Forms menu and click the Capital Summary link under the Capital Budget heading.

Next, the Capital page will appear (shown below).

Before completing the "Capital Summary" table, first prepare a Detailed Project Estimate and complete the "Budget Worksheet". The Detailed Project Estimate can be in any format you choose. Resources are available on the Aviation website.

The "Budget Worksheet" is located on the Forms menu/Pre-Submission Uploads page. You will need to upload the "Budget Worksheet" through the "Pre-Submission Uploads" page of the application.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

CAPITAL SUMMARY

Instructions:

1. Adjust the values in the Grant Funds, Match Funds & Other Funds so their sum matches the "Total" column.
2. The "Total" values are pulled from the "Category Cost" field found at the bottom of each budget category form.
3. Select the Save button to save your work frequently.
4. Click Forms menu to return to the navigation links.

Category of Expense	Grant Funds *	Match Funds	Match % Calculated				
1. Scoping and Pre Development	\$0.00	\$0.00					
2. Design	\$0.00	\$0.00					
3. Acquisition	\$0.00	\$0.00					
4. Construction	\$0.00	\$0.00	%	0%	\$0.00	\$0.00	
5. Administration	\$0.00	\$0.00	%	0%	\$0.00	\$0.00	
6. Work Capital/Reserves	\$0.00	\$0.00	%	0%	\$0.00	\$0.00	
7. Other	\$0.00	\$0.00	%	0%	\$0.00	\$0.00	
Total	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00	
Period Total	\$0.00						

This total is populated from the total entered in the Other Screen on the previous page.

Do not fill in the greyed-out rows (1 – 6). Only enter data in row 7, "Other".

Use the completed "Budget Worksheet" information to fill out the required Capital Summary fields in Row 7.

- In the 'Grant Funds' column, enter the total amount of State Aid funds being requested.
- In the 'Match Funds' column, enter the total amount of Local Match funds.
- In the 'Other Funds' column, enter the total amount of all other funds included in this project.

Click the [SAVE] button at the top of the page and the system will calculate the Total Project Cost.

Compare only the total Project Cost on your "Budget Worksheet" to the values entered in Line #7 of the "Capital Summary", confirm they are the same.

A project example requesting \$5 million in State Aid, has \$1.25 million in Local Match funds and \$2.08 million in Other funds, for a Total Project Cost of \$8.33 million follows.

Disregard the "Match % Calculated" column as this does not correlate to the Aviation program local match calculation.

Category of Expense	Grant Funds *	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Scoping and Pre Development	\$0	\$0	0%	0%	\$0	\$0
2. Design	\$0	\$0	0%	0%	\$0	\$0
3. Acquisition	\$0	\$0	0%	0%	\$0	\$0
4. Construction	\$0	\$0	0%	0%	\$0	\$0
5. Administration	\$0	\$0	0%	0%	\$0	\$0
6. Work Capital/Reserves	\$0	\$0	0%	0%	\$0	\$0
7. Other	\$5,000,000.00	\$1,250,000.00	25%	0%	\$2,080,000.00	\$8,330,000.00
Total	\$5,000,000.00	\$1,250,000.00	25%	0%	\$2,080,000.00	\$8,330,000.00
Period Total	\$0.00					

NOTE: The value calculated on the Capital Summary Page in the "Total" column must match the "Total Cost" entered on the OTHER Page or the system will generate the following error.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES



Page Error(s)

Other Total Cost must equal Grant Funds + Match Funds + Other Funds.
Capital Summary Total cannot be \$0.00.

Once the requested budget information is entered, click the [SAVE] button at the top of the page. Return to the Forms menu and click the link that says Pre-Submission Uploads.

Pre-Submission Uploads



[Pre-Submission Uploads](#)

Pre-Submission Uploads

The final portion of the application to be completed is the Pre-Submission Uploads page. Applicants must upload all mandatory supporting documents identified with a red asterisk (*) to submit the application. In addition, there are documents that may not be required and are missing the red asterisk (*), however, are necessary to submit a complete application (e.g. all projects must submit a Smart Growth Checklist, if applicable).

The following is a list of required documents to be submitted on the Pre-Submission Upload Page:

- **Budget Worksheet** (Template provided) *
- **Airport Layout Plan (ALP)** (See Program Requirements for details if applicable) *
- **NEPA Information** (See Program Requirements for details if applicable)
- **Record of Decision (ROD)** (if applicable)
- **SEQR Information** (See Program Requirements for details if applicable)
- **County Resolution** (if applicable)
- **Smart Growth Checklist** (if applicable)

The following are optional/recommended documents that maybe submitted on the Pre-Submission Upload Page:

- **Letters of Support** (See Program Requirements for details)
- **Plans or Drawings** (See Program Requirements for details)
- **Other applicable information** (This section of the Upload Page can be used if applicants have additional relevant project information to share.)

NOTE: When saving files, use naming convention of applicant name and brief description of the document. If submitting multiple applications, add a number to the file name to distinguish between applications (e.g. AirportHangar1 or AirportHangar2).

Tips for Uploading Documents

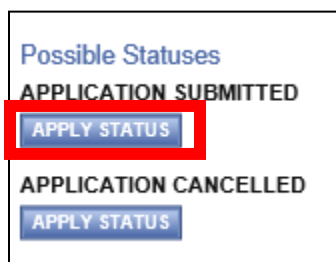
- Upload materials one at a time, saving after each upload.
- Each upload window on Grants Gateway accepts only one file. Uploading multiple files will delete the previously uploaded file. Combine multi-page support materials into a single file or utilize the “Other Applicable Information” fields provided.
- Documents to be uploaded cannot be password protected. **Do not place any password protection security on an uploaded document.**
- Accepted file types include Adobe Acrobat PDFs, Microsoft Word DOC or DOCX, Microsoft Excel XLSX or XLS, Microsoft PowerPoint PPT or PPTX.
- Each individual file cannot be larger than 10MBs.
- Templates are provided within Grants Gateway for “Budget Worksheet”. Download the template, save it to your computer, complete template, **resave with the appropriate project name** and upload it to the designated location on the “Pre-Submission Upload” page.

Submitting the Application

When submitting the application in the Grants Gateway, **only a Grantee Contract Signatory or a Grantee System Administrator** can submit an application on behalf of the organization. Staff assigned different roles, as defined in the Grants Gateway System, may be able to initiate an application, however, the final submission must be completed by a **Grantee Contract Signatory or a Grantee System Administrator**. To submit the final application, click on the Status Changes link.



There are two options. “Application Submitted” or “Application Cancelled”. To submit the application, click the [APPLY STATUS] button under the Application Submitted status.



After clicking on [APPLY STATUS], the following attestation asks for verification that the person submitting the application is authorized to submit the application on behalf of the organization. By clicking on “I Agree”, the application will be successfully submitted, and the “Application Main Page” will appear.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES

Agreement

Please make a selection below to continue.

By clicking the **I Agree** button below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

By clicking the **I Agree** button below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

I AGREE **I DO NOT AGREE**

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For verification that the application was submitted, click on the Details link. If the application is successfully submitted, the application's Current Status will show "Assignment of Reviewers".

[Back](#)
[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Progress Reports and Related Documents](#)

Document Information: [DOT01-TAPCM-2009-00001](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	TAP-CMAQ 2018	Stacey's Governmental Entity	Grantee Contract Signatory	Assignment of Reviewers	N/A - N/A 03/22/2018 4:00PM ET

To print the submitted application, return to Forms page by clicking on the Forms menu, at the top of the page.

New York State
Grants Gateway

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Training Materials Organization(s) Profile Logout
ADD NOTE CHECK GLOBAL ERRORS

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Document Information: [DOT01-TAPCM-2009-00001](#)

[Details](#)

APPLICATION VERSIONS

Instructions:
• Click a link below to view

Status	Page Name	Note
	Print Application	
	Full Version of RFP	
	Application Versions	

Version	File Link
Submission 1	DOT1-TCMAQ-2018-00001-031918-123805.pdf 03/19/2018 12:37 PM

Offline Application? ☐

Click "Application Versions", the following information will appear.

NOTICE OF FUNDING AVAILABILITY/GRANT PROGRAM GUIDELINES


APPLICATION VERSIONS

Instructions:

- Click a link below to view the version of the application.

Version	Submitted by	Role	File Link
Submission 1	Test GCS	Grantee Contract Signatory	DOT01-TCMAQ-2018-00001-031918-123805.pdf 03/19/2018 12:37 PM

Offline Application?

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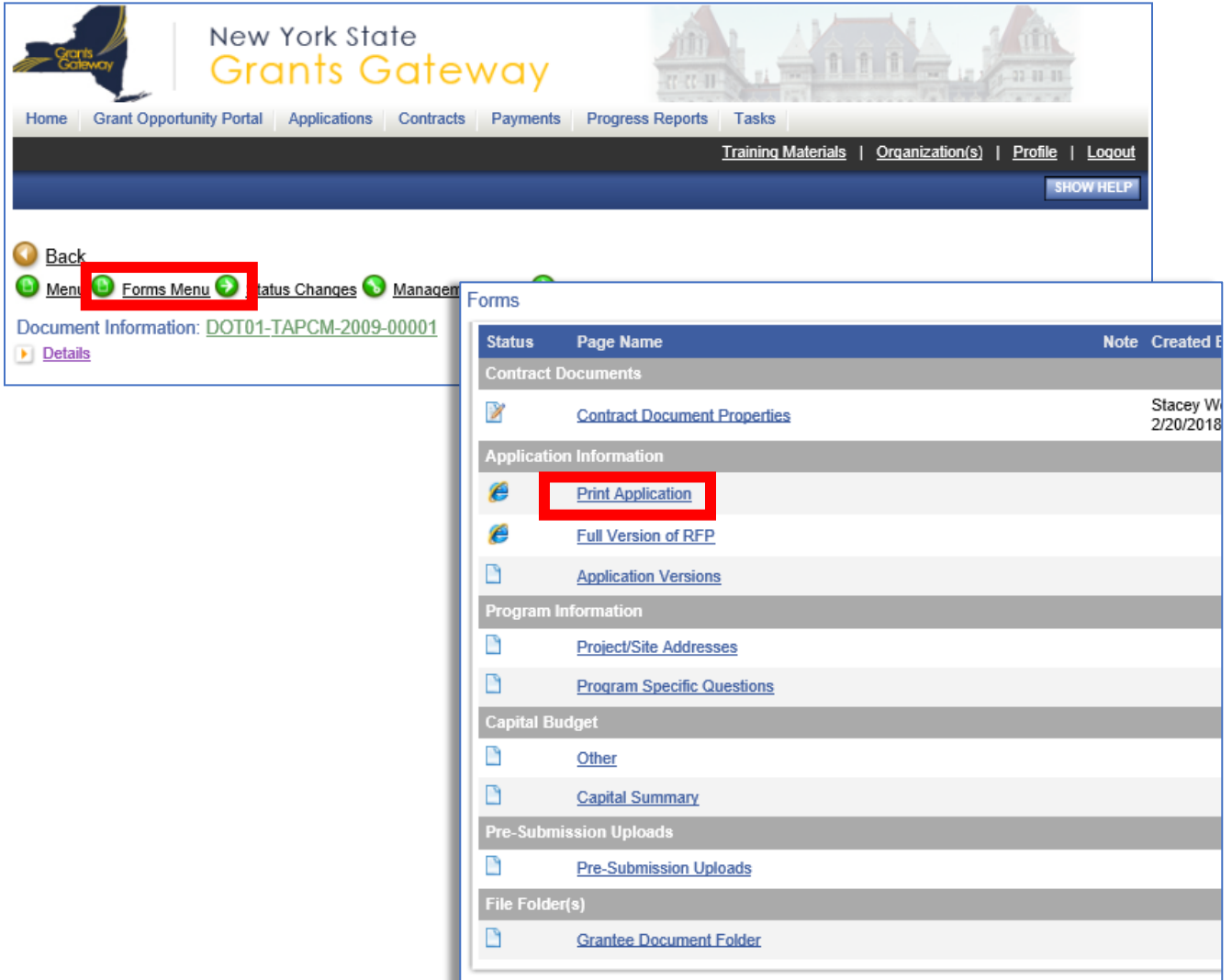
Do you want to open or save Applications_DOT01-TCMAQ-2018-00001-031918-123805.pdf from grantsgateway-tn...

Click "Open"

This is a PDF version of the submitted application which can be printed or saved electronically. The Applicant may return at any time to access the submitted application.

Printing the Application

By clicking on the Forms menu, at the top of the page then select Print Application.



The screenshot displays the New York State Grants Gateway application interface. At the top, the header includes the New York State Grants Gateway logo and navigation links: Home, Grant Opportunity Portal, Applications, Contracts, Payments, Progress Reports, and Tasks. Below this, a secondary navigation bar contains links for Training Materials, Organization(s), Profile, Logout, and a SHOW HELP button. The main content area shows a document titled "Document Information: DOT01-TAPCM-2009-00001" with a Details link. A "Forms" menu is open, showing a list of options: Contract Documents, Application Information, Program Information, Capital Budget, Pre-Submission Uploads, and File Folder(s). The "Print Application" option under the Application Information section is highlighted with a red box. Other options in the menu include Contract Document Properties, Full Version of RFP, Application Versions, Project/Site Addresses, Program Specific Questions, Other, Capital Summary, Pre-Submission Uploads, and Grantee Document Folder.